DOCUMENT RESUME

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ABSTRACT

The booklet offers step-by-step instructions for the high school student on how to prepare for entry into the world of work. Basic job entry requirements, personal data needed, do's and don'ts, and typical forms encountered are presented in workbook form. It deals with the following 12 areas: general employment information, school records, preparing a resume or personal data file, employment application forms, writing a letter of application, resume or data requirements, interviews (hints and typical questions), how and where to find a job, getting along with the boss, money management, how to leave a job, and basic principles for workers. (BP)

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Name _____

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READY, SET . . . GO!

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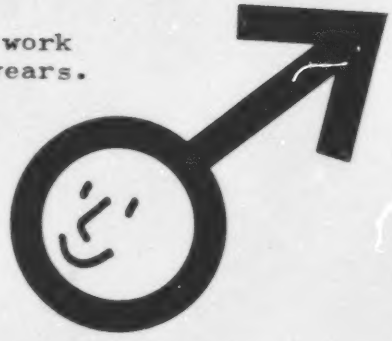
ITS A FACT:
Work will be the major activity of your life--for the rest of of your life!

There are about 20,000 different types of employment in America today.

Most women work about 25 years.



Most men work 40-50 years.

You are UNIQUE, and the job that's best for you depends on your qualifications and desires. To find the job that's best for you start by taking a "Self Inventory."

THINK ABOUT THE FOLLOWING...

QUALIFICATIONS: (What I Have to Offer)

Extra curricular activities; hobbies; physical strength, coordination, dexterity; mechanical ability; ability to get along with others; musical ability; artisitc ability; verbal ability; numberical ability; intelligence; health; manners; voice quality; English usage; industry; stability; cooperation; honesty; punctuality; work experience.

DESIRES: (What I Want)

Choice of occupation; general nature of work; duties and responsibilities; training requirements; immediate employment outlook; salary range; advancement opportunities; possibilities for life time employment; fringe benefits; working conditions.

What is the job for you?

What can you do to make sure that you are hired?

Where do you go to look for work?

WHERE ARE THE ANSWERS TO THESE QUESTIONS?

Think about this:

1. You need to know how to <u>do</u> a job in order to <u>get</u> one.
2. You need to know how to <u>find</u> a job in order to <u>do</u> one.

READY, SET ... GO!

is important to you because you are important, and your future is important.

It is as simple as this: Making money or even getting a job in the first place depends on:

1. What kind of person you are
2. What jobs are available
3. What you know (your skills or education)

You are in a contest and the best person wins the prize, in this case: THE JOB. This publication is intended to help you "Prepare" for the contest.

SENIOR HIGH SCHOOL RECORD

School Name : _____ Address: _____
(street, city, state)

Junior High Attended: _____

Student I.D. Number: _____

Graduation Date: _____

Principal's Name: _____

(17½ units required for graduation; one unit represents 36 weeks of work, 5 days per week. Honor courses are starred.)

Course	Unit	Grade	Course	Unit	Grade
9-1			9-2		
10-1			10-2		
11-1			11-2		
12-1			12-2		

Achievement or Test Scores:

Summer School:

(Photograph)

PERSONAL DATA FILE

Facts Seldom Remembered
But Often Needed.....

Social Security Number : _____

Name: _____
(last) (first) (middle)

Birth Date: _____
(month, day, year)

Place of Birth: _____
(city, state, zip code)

Father's Name: _____
(last) (first) (middle)

Father's Birthplace: _____ Date of Birth: _____
(city, state)

Mother's Name: _____
(last) (first) (middle)

Mother's Birthplace: _____ Date of Birth: _____
(city, state)

Brothers and Sisters:

Full Name	Birthdate

Elementary and Secondary Education:

Name of School	Address	Grades Attended	Years Attended

** HEALTH RECORD

Name of Family Doctor _____ Address _____

_____ _____

Blood Type: _____ Eye Prescription: _____

Allergies: _____

_____

Type of Immunizations	Date Received	Booster Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Type of Major Illness or Treatment	Date
_____	_____
_____	_____
_____	_____

** SCHOOL, COMMUNITY, RELIGIOUS AND SOCIAL ORGANIZATIONS

_____ From _____ To _____
(name of organization) (year)

_____
(offices or positions held in organization)

_____ From _____ To _____
(name of organization) (year)

_____
(offices or positions held in organization)

_____ From _____ To _____
(name of organization) (year)

_____
(offices or positions held in organization)

** MILITARY RECORD:

** PLACES OF RESIDENCE:

_____ From _____ To _____
(street number, city, state) (month/yr.)

Fill in appropriate information: Lived with family/relatives: yes/no
Rent per month: _____
Mortgage per month: _____

Rented/mortgaged from: _____

_____ From _____ To _____
(street number, city, state) (month/yr.)

Fill in appropriate information: Lived with family/relatives: yes/no
Rent per month: _____
Mortgage per month: _____

Rented/mortgaged from: _____

** EMPLOYMENT RECORD

_____ _____
(Name of Employer) (Address of Employer)

_____ _____
(Name of immediate supervisor) (his postion)

_____ _____ _____
(your position) (starting & ending wages) (dates employed)

_____
(description of your duties)

_____

_____

_____ _____
(Name of Employer) (Address of Employer)

_____ _____
(Name of immediate supervisor) (his position)

(your position) (starting & ending wages) (dates employed)

(description of your duties)

** REFERENCES

(Name) (Address)

(Business Name & Address) (Business Telephone)

(Profession or position) (work relationship with you)

(Name) (Address)

(Business Name & Address) (Business Telephone)

(Profession or position) (work relationship with you)

(Name) (Address)

(Business Name & Address) (Business Telephone)

(Profession or position) (work relationship with you)

** CHURCH MEMBERSHIP

(Name & Address of Church) From _____ To _____
(year)

(Name (s) of minister/pastor/priest/rabbi)

** CHECK ACCOUNT INFORMATION

(Name of Bank) From (mo./yr.) To (mo./yr.)

(Address of Bank) (Account Number)

(Name of Bank) From (mo./yr.) To (mo./yr.)

(Address of Bank) (Account Number)

** CREDIT CARD INFORMATION

(Name of Card or Company) (Date Issued)

(Address of Company) (Credit Card Number)

(Name of Card or Company) (Date Issued)

(Address of Company) (Credit Card Number)

** SAVINGS ACCOUNT INFORMATION

(Name of Institution) From: (mo./yr.) TO: (mo./yr.)

(Address of Institution) (Account Number)

(Name of Institution) From: (mo./yr.) TO: (mo./yr.)

(Address of Institution)

** PROPERTY INSURANCE INFORMATION

_____ Date Issued: _____
(Name of Company)

_____ _____
(Address of Company) (Policy Number)

_____
(Name or Names of Agents)

** AUTO INSURANCE INFORMATION

_____ From: _____ To _____
(Name of Company) (mo./yr.) (mo./yr.)

_____ _____
(Address of Company) (Policy Number)

_____
(Name or Names of Agents)

** POST HIGH SCHOOL AND/OR ADULT EDUCATION

_____ From: _____ To _____
(name & address of school/institution) (mo./yr.) (mo./yr.)

_____ Total Hours: _____
(major or type of training program) (indicate quarter, semester, course or class)

Resulting degree of certificate (if any): _____

Name of Advisor/Instructor: _____

_____ From: _____ To _____
(name & address of school/institution) (mo./yr.) (mo./yr.)

_____ Total Hours: _____
(major or type of training program) (indicate quarter, semester, course or class)

Resulting degree of certificate (if any): _____

Name of Advisor/Instructor: _____

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In filling out an application form, you are marketing yourself--Y O U are the product. The decision to hire you for a position may depend entirely on your application. Companies, with hundreds of applicants, use application forms to make rapid comparisons. By referring to the same area on each form, an employer can compare your abilities, education, or experience with many other applicants, and choose accordingly.

The presentation on your application form can make the difference between being hired or turned down.

REMEMBER:

1. Read the directions! (Do not write in this space, write in black ink, print, or type).

2. Always read the entire application form before filling it out.

3. Be prepared to attach a photograph to your application.

4. Always keep it neat.
   a. If you fill out the blank at home with a typewriter, strive for perfect copy.
   b. If you must erase, don't make a hole in the paper!
   c. If you perspire easily, be sure your hands are dry so that smudge marks or fingerprints are not left on the blank.

5. Complete every blank.

   If you have no answer for a blank, draw a line through the blank, or write N/A, to indicate that it was not accidentally omitted.

6. Be accurate.
   a. Use your personal data sheet (always keep it with you when filling out an application).
   b. Be sure of your spelling.
   c. If you are in doubt about wording, write out on a separate sheet of paper first.

7. If you are not pleased with the appearance of the application, ask for another, and recopy.

Print all information clearly

APPLICATION FOR EMPLOYMENT

Date: _____

Name: _____ Phone No.: _____
Last First Middle Maiden

Address: _____
Number Street City State Zip

How long at this address? _____ Previous Address: _____

Sex: ____ Marital Status: _____ No. of Dependents: _____ Spouse's Name: _____

Date of Birth: _____ Height: _____ Weight: _____ Draft Status: _____

Social Security No.: _____ Source of Referral: _____

Have you any disabilities? If so, specify: _____

Have you ever made a compensation claim? _____ Specify: _____

Notify in case of emergency: _____
Name Address Phone Number

Position Desired: _____

Salary Desired: _____

EDUCATION:

NAME OF SCHOOL	*DATES ATTENDED*	*AVERAGE*	*GRADUATED*	*COURSE*
Elementary				
High				
College				
Other				

List any extra-curricular activities: _____

EMPLOYMENT: List previous record (begin with current or most recent

FROM – TO	*EMPLOYER*	*KIND OF BUSINESS*	*DUTIES*	*SALARY, START-END*	*REASON FOR LEAVING*

PERSONAL REFERENCES:

NAME	*ADDRESS*	*PHONE NO.*	*OCCUPATION*	*YEARS KNOWN*
1.				
2.				
3.				

General Information:

Have you ever been arrested?_____ If so, indicate date, offense, place: _____

_____

Were you acquitted?_____ Convicted?_____

Have you ever been bonded?_____ Ever been refused bond?_____

List any special skills, hobbies, interests:_____

_____

MILITARY RECORD:

Branch of Service	*Date of Induction-Separation*	*Rank or Rate*	*Service No.*	*Reserve Status*
Type of work done in Service		*Type of discharge*		

Do you have any service-connected disability?_____ If yes, specify: _____

_____

List names of people you know employed here:

Acquaintances _____ Relatives _____

_____ _____

_____ _____

I certify that the information in this application is correct and complete to the best of my knowledge and belief. I realize that misrepresentation of facts on this application will be sufficient to cause rejection of this application or dismissal after employment.

Signature_____

A job applicant needs to take several factors into consideration. For example, time the mailing of your letter so it will arrive in the middle of the week, since Mondays and Fridays are usually the busiest days in the personnel office.

THE LETTER

- Get right to the point; tell the employer why your are writing.
- Highlight your qualifications by mentioning only one.
- Note that your personal data sheet is enclosed.
- The last paragraph of your letter should tell the employer what you want him to do.
- Follow sample on next page.

DO'S	DON'TS
Type and in proper form.	Don't go into detail about your abilities.
Neat and legible.	Don't air personal gripes or ambitions.
Clean, white paper.	Don't talk about experiences.
Enveloped should match paper.	Don't have the attitude that anyone owes you a job.
Be brief and to the point.	Don't fill the page with child hood experiences & information.
	Don't talk about military experiences.
	Don't imply that you want the job simply because you need it.

SAMPLE ENVELOPE

Adobe O'Day
4440 Dakota Dr.
Brookings, SD 57706

Mr. Foster E. Wilson
Director of Personnel
The Abercrombie Company
6195 South Hennepin Avenue
Minneapolis, Minnesota 55201

Street Address
City, State & Zip Code
Date

Name of Person
Title
Name of Company
Street Address
City, State & Zip Code

Dear Mr. _____:

Because I am interested in the newspaper business, I would like to secure a position with your company as a proof reader.

I completed a course in journalism at Watertown Senior High School. Other information regarding my qualifications is outlined on the enclosed personal data sheet.

A personal interview would be appreciated. You may reach me at 886-4444.

Sincerely yours,

(your signature)

(If letter is typed,
type your name here)

Enc.

Although similar in nature, a RESUME' or DATA SHEET should not be confused with an APPLICATION. A resume' is prepared by an individual as an initial "selling tool" about himself for a potential employer. It will frequently be submitted BEFORE an individual completes a formal application or has a personal interview.

* Your data sheet will represent you to people who have never met you. If it is untidy you will be judged accordingly.

* Contents and layouts of resumes vary as widely as the different individuals who apply for jobs. Interviewers and companies, also, differ as to what they want to see on a resume. You will be safest however if you keep it simple and keep it on one page.

* Your resume must be typed and on good quality bond paper.

* The resume must be neat. Careless erasures and misspelled words are inexcusable, and the latter, may cost you THE JOB.

* Keep carbon copies to save yourself a re-writing job if the original is lost.

* If you do not have your resume duplicated mechanically, type a new one for each interview. This gives you a chance to slant it a little toward the specific job in question. An original makes a better impression than a carbon copy.

(Here is a sample Resume'. Make one of your own following this form.)

RESUME' OR PERSONAL DATA SHEET

Name: Age:

Address: Telephone:

Marital Status: Sex:

Weight: Height: Health:

Education: (Only highest level achieved and skill training courses, night school, etc.)

Student Activities: (Leadership roles in school, civic, social, or church organizations would probably be of interest)

Special Skills or Qualifications: (Check page 1 for ideas!)

Work Experience: (*Name and address of the company you worked for.
*Name of the position you held.
*The starting and leaving dates of the job.
*A description of your duties if it seems pertinent to your application.
*Your reason for leaving)

References: (Be sure to ask the person you are using for a reference his permission before you list him; do not use relatives)

Name	Position	Address

YOUR ONLY CHANCE TO MAKE A GOOD
FIRST IMPRESSION!

1. It is important to make a good first impression because then a boss will want to know more about you and may hire you for the job. So when you apply for a job, be clean, neat, and dressed in a simple way.

2. There are three things many employers consider most important when they meet people for the first time who apply for jobs: cleanliness, good manners, and average speech.

3. It looks as though people are not old enough to take care of themselves if they go with a friend to a job interview or to fill out an application. Therefore, you should always go alone.

4. Always find out ahead of time how to get to the interview. Also find out how long it will take you to get there. If you have an appointment, you must be there on time.

5. Be ready. Take along a pencil and a small notebook to write the names of the people you speak to, the date, and the company. Then you will know exactly whom to call later on.

BASIC RULES FOR THE INTERVIEW...

- Greet interviewer by name as you enter his office if you are sure of the pronunciation.
- Take your cues from the interviewer at the start. If he moves to shake hands, do so--but not unless he makes the first gesture. Wait until he offers you a chair before you sit down.
- If the interviewer shakes hands with you, use a firm grip--a limp fish handshake will make a bad impression.
- Don't chew gum or smoke unless he invites you to do so.

* Be ready for at least one surprise question right at the start. A few interviewers favor one of the following openers:
    a. What can I do for you?
    b. Tell me about yourself.
    c. Why are you interested in this company?

* Keep following his lead. Don't answer by just saying yes or no. On the other hand, don't talk too much. If you find yourself talking too long, give the lead back to him by saying, "Perhaps you have some other questions to ask me?"

* Be prepared for a few personal questions such as "What is your father's occupation" and "Is your home life happy?"

* Sit up in your chair and look alert and interested at all times. Don't look tense or relax so much that you look slouchy. Show that you can be a wide-awake, intelligent listener as well as a talker.

* Look your interviewer directly in the eye--and keep doing it from time to time during your conversation. <u>This is important</u>. Nearly every interviewer is conscious of it. And remember to smile frequently, at appropriate occasions.

* Hands can betray nervousness. If you don't know where to put them, leave them in your lap and keep them still. Don't drum with your fingers or tap with a pencil. Girls shouldn't twist things such as handkerchiefs, purse straps or gloves.

* Make sure that your good points get across to him--he won't know them unless you tell him--but try to appear factual and sincere, not conceited.

* Even if the recruiter does much of the talking, remember that you can lead him by asking questions which call in turn for a question you want to answer. Example: You are strong in extracurricular organizations. He hasn't mentioned that point and you want to go into a little detail you couldn't cover fully in your resume. You simply watch for an opening and ask, "Are you interested in my extra-curricular activities?"

* Answer questions quickly and intelligently. Do not give confused and contradictory answers--speak the plain, unembroidered truth. A frank answer, even if it seems unfavorable to you, is better than an exaggeration which may tangle you up in the next question.

* Be ready to give an answer to the question,"What do you plan to be doing ten years from now?". It is a favorite.

* Never make a slighting reference about a former employer or a professor. If something went wrong, suggest that at least some of the blame must have been your own.

* Conduct yourself as if you are determined to get the job you are discussing. You have other irons in the fire, of course, and the recruiter is aware of that. But he wants to think that you want a job with his company.

* Try to avoid giving the impression that you have come to look over the possibilities and that you are not yet sure what you want. Don't say, "I will do anything if I'm given the chance to learn," or "I don't know what I want to do--I hope you can suggest something. Wherever possible, apply for a specific job or field of work.

* Have in mind two or three questions you want to ask about the company before you report for the interview. Yet, don't over-do and ask too many questions.

* If you are asked if you've ever been fired - and you have been - frankness again is the answer. Tell him you've learned from your mistakes. Also, there is the possibility that you got into the wrong job through a misunderstanding.

* You may be asked why you left your last two or three jobs; return to school, better pay, more responsibility are acceptable reasons. Be careful, not to give the impression that you are a job jumper or shopper.

SAMPLE INTERVIEW APPRAISAL SHEET: Rate yourself!

	EVALUATION OR APPLICANT			
	Outstanding	Average	Poor	Comment
Ability to Talk				
Aggressiveness				
Appearance				
Courtesy				
Enthusiasm				
Intelligence				
Maturity				
Personality				
Poise				

Should we consider further? _____Yes _____No
For what type of work is the candidate best suited?
Remarks:

UNUSUAL QUESTIONS YOU MAY BE ASKED

Below are listed many questions that have actually appeared and still appear on the application forms of various companies. Study these questions to see if you are able to answer each, because many or all of them may appear on your next application form. If you are not prepared, it may mean your losing out on the JOB.

1. Are you willing to take a physical examination?

2. Have you ever had epilepsy? Defective sight? High blood pressure? Chest pains? Diabetes? Tuberculosis? Ulcers?

3. Are you right-handed or left-handed?

4. Has any insurance company rejected your application for life insurance?

5. Do you wear glasses? All the time? While working?

6. Have you had your driver's license revoked?

7. What courses have you failed in school?

8. Are you licensed to drive a car? Is the license valid in this state?

9. Have you ever been through bankruptcy?

10. Have you had military service? Branch? Date of discharge?

11. Do you object to shift work?

12. What was your grade average at the last school you attended? What was the size of your class? Your rank in class?

13. When are you available for employment?

14. Have you applied for work here before? If so, when?

15. Whom shall we notify in case of emergency?

16. Are you willing to travel? Work overseas?

17. Do you speak and/or write a foreign language? What language?

18. Have you been seriously ill within the last five years? If so, state the nature of your illness.

19. What starting salary do you expect?

HOW AND WHERE TO LOOK FOR A JOB:

1. Find out which companies need more workers.
2. Go to places where the jobs are.
3. Tell your friends and relatives.
4. Ask your neighbors, teachers, counselors.
5. Talk to people working on the same kind of job you want. Ask them to keep their eyes open for a job you could fill.

SOURCES OF JOB INFORMATION AND THEIR CHARACTERISTICS:

* Indiana Employment and Security Division.
  -Have more job listings in more occupational categories than any other single source.
  -Offer counseling and career consultation.
  -Provide aptitude and proficiency testing.
  -Have daily contacts with thousands of employers.
  -Accumulate and distribute local, statewide, and national labor market information.

* Want ads in newspapers, professional journals, & trade magazines.
  -Provide a broad range of definite openings.
  -Descriptions of jobs may not be detailed enough for you to decide whether you are qualified.
  -Analysis of the ads provides information about the extent of employment activity in your field throughout the state or area.

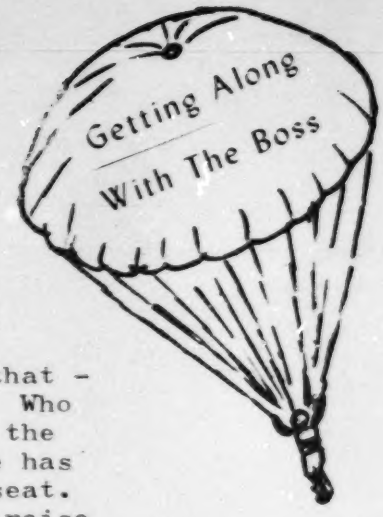
* Industrial and Craft Unions.
  -Have exclusive hiring authority for some firms.
  -Deal with a limited number of occupations.
  -Productive sources for members, particularly those with seniority.

* U.S. Civil Service Commission.
  -Handles U.S. Government Civilian Jobs.
  -Examinations are given several times a year throughout U.S.
  -Jobs are filled on a merit basis, as a result of examinations.
  -Most post offices have application forms.

* Private Employment Agencies.
  -Some charge applicants a fee for registration or placement; others collect fees from employers.

* Yellow Pages, Industrial Directories, & Chamber of Commerce.
  -Sources of firms that employ workers in your field.

GETTING ALONG WITH THE BOSS



The hardest thing for some people on a new job, or even an old job, is taking orders. But orders and directions are important to help any group of people work togetner to get a job done.

Orders - or bossing, if you want to call it that - are important on every job you can think of. Who gives the orders? The boss, the supervisor, the foreman, the sergeant, the section leader; he has many different names. He's in the driver's seat. He can fire you. He can also help you get a raise or move up to a better job!

Maybe you don't like him very much. Maybe it is hard to take orders from him. But you have to be able to take orders to get the job done. After all, that is what you get paid for. The boss gets orders too, from somebody a little higher up. And remember, if you make good, some day you may be the boss. So hold your punches; watch what you say. If you are going to sound off do it away from the job.

Make Sure the Boss Can Count on You

Nobody likes to be stood up. Your boss doesn't like to be stood up either Two of the most important things about keeping a job are: (1) Being at work every day; (2) Being on time every day.

What happens when you just don't show up? If you're the only person on a certain job, everything stops when you are late or absent. If you work with others, there is a link missing when you are not there. Either way, the company loses money on you. No company wants someone around who is losing money for it. So, be at your job every day; be on time every day.

There are some good reasons for skipping work or coming late:

1. An injury or illness that is so bad or so contagious that you cannot do your job.

2. A death or an illness in your close family (mother, father, sister, brother, child).

3. Very important personal business that cannot be done outside of working hours. For example, if you have to appear in court.

YOU AND YOUR MONEY

You'll remember your first paycheck. It is money of your own. You'll probably have a hundred ideas about how you are going to spend it. Money solves problems; but remember, money also brings problems.

No paycheck goes as far as you would like it to. It's smart to do some thinking on how to make yours go as far as possible.

1. Don't spend more than you make. Owing money gets a person down.

2. Don't blow your whole paycheck the first few days. It's a long time until next payday.

3. Don't borrow. It's hard to pay it back.

4. Study the first paycheck. Know what is being taken out of it, and why.

5. Beware of the salesman who tells you something is only "A dollar down and a dollar a week." Extra charges are always added on, and you pay much more in the end.

6. Get into the saving habit. Make sure you are putting something aside from each paycheck, even though it is a small amount.

7. Find out about your company's credit union.

8. Be a smart buyer. Learn to shop carefully for what you want. Watch for sales and specials when you buy clothes, food, and other things. Check the want ads for used items that might be bargains.

9. Find out about company insurance plans.

10. Be sure you pay your bills on time, and ask for receipts to prove you paid. You must keep a good credit rating. (A credit rating is a record of how well you pay your bills.)

11. If you don't pay your bills, the people you owe can get your check before you do. This is called garnishment.

12. Get help with your tax forms if you need help.

Leaving a job is much more than just quitting. You will gain an employer's lasting respect by showing him the same consideration you would want if you were to be dismissed from a job. Your past employer's good will is necessary when it comes to getting a new job. His recommendation is important. And who knows, you might want to work for him again sometime!

Here are some things that should be considered when leaving a job:

* Tell your employer, either orally or in writing, when you plan to leave.

* Most employers expect a notice of two weeks or more. One week is probably minimum notice for leaving any job. The employer needs to find and sometimes train a person to fill your job when you leave.

* Give your reason for leaving. Rather than giving a negative, fault-finding reason, it is usually better to express a positive reason. This could be your desire for more advancement opportunity, an opportunity to earn more money, or a decision to change occupations or get additional education.

* Tell your employer about the knowledge and experience you have gained working for him.

* Express your appreciation for the opportunity to have worked for your employer--regardless of your reason for leaving.

DO'S AND DON'TS WHEN RESIGNING:

DO'S

*Tell why you are leaving

*Do as good a job on your last days as on your first.

*Express your appreciation.

*Tell the things you liked about the job.

*See your employer on your final day of work.

DON'TS

*Don't tell anyone off or express dissatisfaction.

*Don't criticize your employer to anyone.

*Don't slack off in your work after you resign.

SAMPLE LETTER OF RESIGNATION

TO: Steven W. Smith

FROM: Susan Johnson

DATE: September 3, 1974

RE: Resignation as Secretary

This is to inform you of my resignation as receptionist and termination of employment with the Ralston Company effective Friday, September 13, 1974.

While I have enjoyed my duties and my association with Ralston, I have decided that I can best reach my personal goals by returning to the University this term to further my education.

My experience with the Ralston Company will be valuable to me in any future work situation. I appreciate the opportunities for work and learning which my association with Ralston gave me.

Sincerely yours,

(your signature)

(If letter typed, type your name here)

SIX BASIC PRINCIPLES FOR WORKERS

1. Associate yourself with growth - if possible, with a growing company in a growing industry.

2. Select the kind of work and atmosphere of work where you can be happy day by day.

3. Work hard. A smart man who works hard will beat a brilliant man who does not.

4. Earn responsibility. This not only takes brains but intellectual and moral integrity and courage and the ability to work well with people.

5. When you are young seek experience above money. This will pay off in the long run.

Whatever else your future may be, it is going to be a very personal one. It will depend on your goals, your abilities, the responsibilities you undertake, your career, your marriage.

We hope that you will continue to update this manual after you leave school, and that you will find it a valuable tool in making your way in the "world of work."

The Job you want is waiting for you . . .

The Opportunities are there . . .

Take your education and training

YOU'RE READY

Get set.....

GOOD LUCK